

# City of Eureka -- Direct Payment Plan

**Direct Payment Plan** makes paying your water and sewer bill even easier. By enrolling in this service your bill will be paid automatically after each billing period.

- ✓ NO checks to write!
- ✓ NO stamp to mail the payment!
- ✓ NO phone call to make!
- ✓ NO worry about unpaid bills during vacation or when you're sick!
- ✓ NO lost or misplaced statements, your payment is always on time – it helps maintain good credit!

**This convenient service can save you time and money !**



**How Does It Work?** Each billing period you will still receive your water and sewer bill, just as you do now. The difference is, with the **Direct Payment Plan**, your bill is paid automatically from your bank account on the due date shown on the bill. You simply deduct the amount from your check register, and you're done. It's that easy! You have time to review your bill, in case you have any billing questions, before any payment is withdrawn from your account.

## To Sign Up For Direct Payment Plan:

1. Complete the application form below being sure to mark whether this deduction will be from a checking or savings account
2. Fill in your name, financial institution name and location, and date
3. Attach a blank check marked "VOID" for verification of all financial institution information. If you are unable to attach a voided check, please fill in your account number and routing number information *carefully*.

Please **do not** send a deposit slip. Allow approximately 3 to 4 weeks for the **Direct Payment Plan** to be activated. Once you have signed up, and your Direct Payment Plan is in effect, your water and sewer bill will show **PAID BY DRAFT** in the Amount Due box. Until that time, please continue to pay any bills you receive by your usual payment method.

**If you need more information, please call one of our  
Customer Services Representatives:**

**(707) 441-4267 or (707) 441-4119, Monday through Friday, 9:00 a.m. to 4:00 p.m.**

City of Eureka

## AUTHORIZATION FOR DIRECT PAYMENT

I, (please print) \_\_\_\_\_, authorize the City of Eureka to initiate electronic debit entries to my: \_\_\_\_\_ checking account **or** \_\_\_\_\_ savings account for payment of my (type of bill, e.g. utility bill, hangar rent, insurance payment) \_\_\_\_\_. I acknowledge the origination of ACH transactions to my account must comply with the provisions of US law. This authority will remain in effect until I have cancelled it in writing. **Allow approximately 3 to 4 weeks for account to be activated.**

Date: \_\_\_\_\_

Financial Institution Name: (Please Print) \_\_\_\_\_

Account number at Financial Institution: \_\_\_\_\_

Financial Institution Routing/Transit Number: \_\_\_\_\_

Financial Institution City and State: \_\_\_\_\_

Signature: \_\_\_\_\_

City of Eureka Billing Account Number: \_\_\_\_\_

E-mail address (optional): \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS AUTHORIZATION FOR YOUR RECORDS**